



CITY OF DURHAM | DURHAM COUNTY
NORTH CAROLINA



Voluntary Annexation Petition

Petition for Voluntary Annexation to the City of Durham of a Land Area by 100% of owners of said property		
<p>To the Mayor and Members of the City Council of the City of Durham, N.C.:</p> <p>The undersigned respectfully petition the City Council of the City of Durham to annex the hereinafter described property to the City of Durham:</p> <p>Respectfully submitted this _____ day of _____, 20____.</p>		
The area property proposed for annexation is: <input type="checkbox"/> Contiguous <input type="checkbox"/> Non-contiguous		
Owner Name	Address of Parcel	PID & PIN
<i>Add additional sheet(s), if necessary</i>		
Application Checklist		
<input type="checkbox"/> Annexation Petition Signature Page	<input type="checkbox"/> Certificate of Title	
<input type="checkbox"/> Metes and Bounds Description (3 copies)	<input type="checkbox"/> Annexation Plat (3 copies)	
<input type="checkbox"/> Utility Extension Agreement (UEA) Application	<input type="checkbox"/> UEA Fee - \$200.00	
<input type="checkbox"/> Annexation Application Fee <input type="checkbox"/> Exact Translation of County Zoning: \$846.00 <input type="checkbox"/> Associated with Zoning Map Change: \$1,534.00		
Agent/Contact Person:		
Name:	Phone #:	
Signature:	Email:	
Firm:	Mailing Address:	
Tracking Information (Staff Only)		
Case Planner:		
Received by:	Date:	
Assigned Project Name:	Assigned Number:	

Annexation Description and Details	
Number of parcels to be annexed	Total area to be annexed, including right-of-way:
Describe the existing development on site:	
Describe your proposed development. For residential, include number of units. For commercial, square footage of uses:	
Project begin date:	
Proposed linear feet of public roads:	
Expected Completion date – if multiple years and units, provide expected total for each year:	
Current total assessed value:	
Estimated value upon completion (include expected sales price of each unit/unit type):	
Notes	
<p align="center"> Applications are accepted by appointment only. Staff Contact: Jacob Wiggins, Planner 919.560.4137 x.28257 Jacob.Wiggins@DurhamNC.gov </p>	
<p>Annexation petitions meeting the standards of NC General Statute 160A-31 (contiguous) and 160A-51.1(b) (non-contiguous), may be submitted any time during the year. The Durham City Council has established the following effective dates:</p>	
March 31	June 30
September 30	December 31
<p align="center"> Changes in property ownership after initial petition submittal will require further documentation verifying the new property owners. Failure to provide information regarding a change in ownership after initial submission will constitute voluntary withdrawal of the petition. </p> <p align="center"> <u>Applications which are inactive for six months or longer are subject to administrative withdrawal.</u> </p>	



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Annexation Petition Signature Page

Please Check as Appropriate:				
<input type="checkbox"/> Individual Owner	<input type="checkbox"/> Partnership/LLC	<input type="checkbox"/> Attorney-in-Fact		
	<input type="checkbox"/> General Partnership	<i>Provide documentation appointing you as Attorney-in-Fact or other Agent</i>		
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Partnership	Please circle as appropriate - The owner is a(n):		
	<input type="checkbox"/> LLC	Individual	Corporation (affix Seal)	General Partnership
			Limited Partnership	Other (Please Define)
<hr/> Signature of Owner/Partnership/LLC/Agent		<hr/> <hr/> PIN/PID(s)		<hr/> <hr/> Address
<hr/> Print of Owner/Partnership/LLC/Agent				
The undersigned represents that the names signed to this petition own 100% of all real estate lying outside of the corporate limits of the City of Durham and would like to have this real estate annexed to the City of Durham pursuant to G.S 160A-31 or G.S. 160A-58, as applicable.				
Notarization:				
NORTH CAROLINA _____ COUNTY				
I the undersigned Notary Public in and for the aforesaid County and State, certify that _____ personally came before me this day and acknowledged the due execution of the foregoing instrument.				
Witness my hand and notarial seal this _____ day of _____, ____.				
				_____ Notary Public



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Annexation Petition Certificate of Title

Instructions:

The following information shall be supplied at the time a voluntary annexation petition is submitted. The date through which title is examined should be within one week before the submittal of the annexation petition. Note that the certificate is limited to holders of fee simple interests. Among other things, holders of mortgages or deeds of trust, or trustees for the same; easements; taxes or assessments; or defects not disclosed by public records need not be listed.

Certificate of Title:

The undersigned attorney, who is licensed to practice law in the State of North Carolina, hereby certifies that the record owner(s) of all fee simple interests in the tract of land submitted for annexation to the City of Durham on a petition dated _____ and described on such petition as (name of development) _____, which tract is described by metes and bounds description submitted as part of such petition is _____, and that the deed(s) showing such title are recorded at Book _____, Page _____; (for multiple properties attach a list with referencing Book and Page for each parcel) at the Durham County Register of Deeds. In addition, the undersigned attorney certifies that the execution of the aforesaid petition is legally sufficient in form, manner, and substance to bind all owners of the property being annexed.

This _____ day of _____, 20____.

(Signature of Attorney)

(Print Name of Attorney)

(Attorney Phone Number)

Notarization:

NORTH CAROLINA

_____ COUNTY

I the undersigned Notary Public in and for the aforesaid County and State, certify that _____ personally came before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this _____ day of _____, 20____.

Notary Public